

Preparing Your Workstation for Computer Based Training (CBT)

To run any of the PMO process CBTs, it is necessary to install and verify several settings on your computer/laptop. Use the instructions below to verify you meet the minimum system requirements, install Macromedia Flash Player and adjust the settings as needed.

Minimum System Requirements:

- Microsoft Outlook
- Internet Explorer 5.0 or later
- Flash Player 8.0 or later
- Headset to listen to audio

Installing Macromedia Flash:

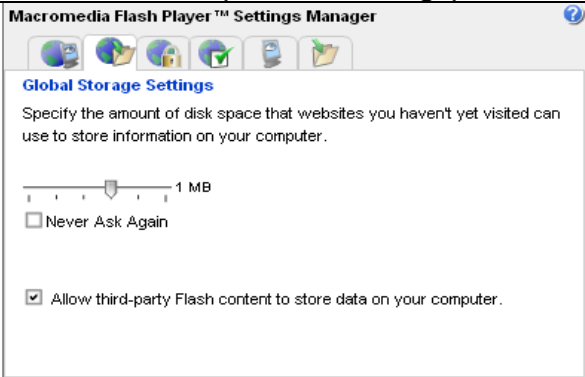
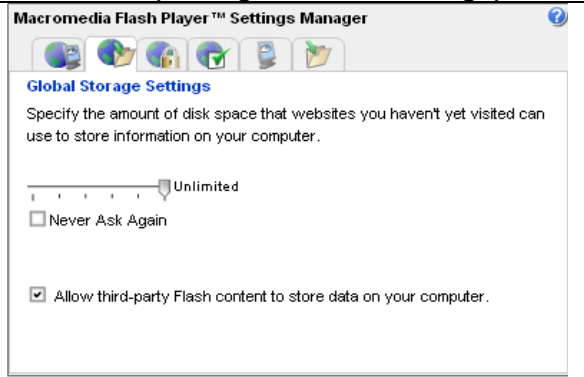


1. Verify you have Macromedia Flash version 8.0 or higher installed on your computer. To check this, navigate to Control Panel → Add or Remove Programs. View the list to see if Flash is currently on your computer.
2. If not, install the latest Flash Version from the Macromedia website:
http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash
 - Installation of Macromedia Flash Player may require administrative access to your PC, which is normally provided by your IT department. It is recommended that you close all other open browser windows before continuing with the installation.
 - Click the Install Now button to automatically download and install Macromedia Flash Player into Microsoft Internet Explorer.
 - Depending on your security settings, you may see a Security Warning dialog box. Click Install to install the ActiveX control.

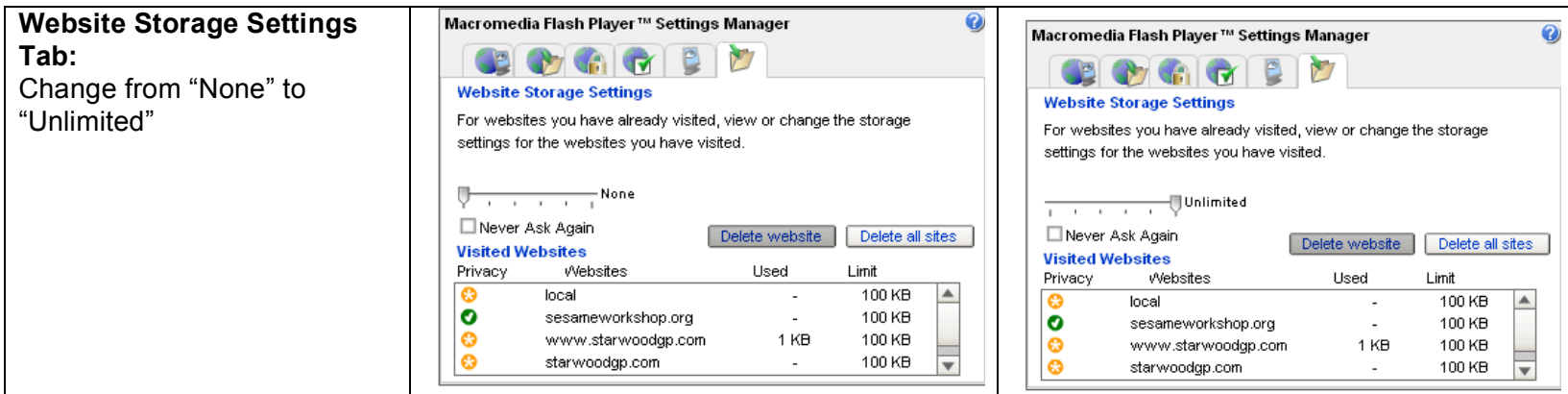


- When the installation is complete, you will see the Macromedia Flash Player logo and text.

Adjusting Macromedia Flash Player Settings:

- Once Flash is installed, navigate to the following weblink:
http://www.macromedia.com/support/documentation/en/flashplayer/help/settings_manager03.html
- The screen you see is the Settings Manager for Macromedia Flash. Navigate to the following folders (seen below in the BEFORE shot) and change the settings to those seen in the AFTER shot.

Action:	Before (Default Settings)	After (Change to new Settings)
Global Storage Settings Tab: Change the amount of disk space from 1 MB to Unlimited.	 <p>Macromedia Flash Player™ Settings Manager</p> <p>Global Storage Settings</p> <p>Specify the amount of disk space that websites you haven't yet visited can use to store information on your computer.</p> <p>1 MB</p> <p><input type="checkbox"/> Never Ask Again</p> <p><input checked="" type="checkbox"/> Allow third-party Flash content to store data on your computer.</p>	 <p>Macromedia Flash Player™ Settings Manager</p> <p>Global Storage Settings</p> <p>Specify the amount of disk space that websites you haven't yet visited can use to store information on your computer.</p> <p>Unlimited</p> <p><input type="checkbox"/> Never Ask Again</p> <p><input checked="" type="checkbox"/> Allow third-party Flash content to store data on your computer.</p>
Global Security Settings Tab: Change from “Always ask” to “Always Allow”	 <p>Macromedia Flash Player™ Settings Manager</p> <p>Global Security Settings</p> <p>Some websites may access information from other sites using an older system of security. This is usually harmless, but it is possible that some sites could obtain unauthorized information using the older system. When a website attempts to use the older system to access information:</p> <p><input checked="" type="radio"/> Always ask <input type="radio"/> Always allow <input type="radio"/> Always deny</p> <p>Always trust files in these locations: <input type="button" value="Edit locations..."/></p>	 <p>Macromedia Flash Player™ Settings Manager</p> <p>Global Security Settings</p> <p>Some websites may access information from other sites using an older system of security. This is usually harmless, but it is possible that some sites could obtain unauthorized information using the older system. When a website attempts to use the older system to access information:</p> <p><input type="radio"/> Always ask <input checked="" type="radio"/> Always allow <input type="radio"/> Always deny</p> <p>Always trust files in these locations: <input type="button" value="Edit locations..."/></p>



Once all settings have been adjusted, you are ready to run the PMO CBTs!

- Step 1: Click the link of the CBT you would like to take located on the GFEBS PMO Training Page:
<http://www.gfebs.army.mil/pmo/training> (Note: remember to use the Username and password provided by PMO)
- Step 2: A new window will open which will begin the course. Follow the instructions provided in the CBT and have fun!

Print Course Certificate:

- To print the course certificate at the end of the CBT, follow the instructions on the certificate page and navigate to file → print.
- Change the print layout from portrait to landscape.
- Submit the course certificate to PMO to ensure you receive credit for the course.

A few things to note:

- Remember that the course contains audio. Be sure to take the course at your desk with a pair of headphones or in a quiet place where you can use the volume. If you decide not to use the audio, that is fine, just make sure you turn the audio on your computer to OFF.
- Quiz results will be sent using your mapped Outlook account. Be sure to send the results and make sure they are no longer in your outgoing mail folder at the end of the course!

- If you stop the course and want to restart later, be sure to note your progress so you can return to the particular location. Once you exit the course and reenter, you are taken back to the start page. You will have to then reenter the particular module you left off on.
- Remember that this is a Macromedia Flash project and each module will take a few seconds to fully open. At the start page of each module, be sure to allow a few seconds for the course to download completely before performing any action (clicking a button to move forward).
- At the end of the course, be sure to print the Course Certificate and to take the CBT Course Evaluation survey.
- Have a good time!